

Minute of Management Committee Meeting held at 5pm on Monday 24 February 2025 at the Office and Online (Teams)

Provanhall Housing Association Limited

Sederunt

Members Present	Linda Cameron	(Chairperson)
	Deborah Anderson	(Vice Chairperson)
	Moira Bayne	(Committee Member) Online
	Daniel Hughes	(Committee Member) Online
	Gabriel Agbola	(Committee Member)
	Claire Mckay	(Committee Member)
	Ayodeji Olorunsogo	(Committee Member)
	Calum O'Donnell	(Committee Member) Online
Staff	Alan Hume	(Director)
	Heather Elder	(Corporate Services Assistant- Minute Taker)
Apologies	Christine Morris	(Secretary)
	Elizabeth McEwan	(Committee Member)
Observer:	Aimee Turnbull	(PHA Tenant)

Registrations of Interest

CSA for Item 1.3

1 Items for Decision

1.1 Previous Meeting Minutes.

1.1.1 Minute of MC Meeting 7 February 2025. Circulated prior to meeting. **Proposed by Deborah Anderson and Seconded by Claire Mckay.**

1.1.2 Minute of Technical Services Sub-Committee meeting 26 August 2024. Circulated prior to meeting. **Proposed by Linda Cameron and Seconded by Deborah Anderson.**

1.1.2 Minute of Repairs & Asset Management Sub-Committee meeting 27 January 2025. Circulated prior to meeting. **Proposed by Deborah Anderson and Seconded by Claire Mckay.**

1.2 GWSF Membership Renewal

1.2.1 Paper circulated prior to meeting from the CSA.

1.2.2 The Director said it is good value for community-based housing associations.

1.2.3 GWSF membership renewal **Approved**.

1.3 This is a confidential item and available to MC members separately.

1.4 Q3 Management Accounts

1.4.1 Paper circulated prior to the meeting from the Director.

1.4.2 The Chairperson asked about figures in the accounts that said 'other'. Figures were £6,227 & £1,827. **The Director will check the nominal codes and provide an answer either prior to or at the next MC.**

1.4.3 The Chairperson asked about figures in the accounts that said 'wider role'. Figures were £24,180 & £5,000. **The Director will check the nominal codes and provide an answer either prior to or at the next MC.**

1.4.4 The Chairperson asked if there is money in the 25/26 budget for MC training and conferences. The Director confirmed there would be, it will be on par with this year as keeping MC trained, and up to date is vital.

1.4.5 MC had no further questions and Q3 Accounts were **Approved**.

2. Items for Discussion

2.1 Annual Assurance Statement Q3

2.1.1 Paper circulated prior to the meeting from the Director.

2.1.2 The Director advised that:

- The A10 indicator (percentage Reactive repairs completed right first time (non-emergency repairs only)) had dipped slightly.
- The A11 indicator (Gas Servicing) remains at 100%.
- The A12 indicator (percentage tenants satisfied with repairs) is 99%, which is excellent compared to some of our peers.
- The A21 indicator (Disabled Adaptations) has increased significantly from 46 days to 138 days.

2.1.3 MC member asked how many Disabled Adaptations we had outstanding and amount of money needed to complete them. The Director advised that the increase be due to a large reduction in funding from GCC. However, PHA has since approved money from our budget to help cover the shortfall. We have now rolled up all outstanding requests into mini program of works and they are all due to be completed shortly and should be done using the money set aside by PHA.

2.1.4 MC member asked if we had seen the recent legal case where someone had challenged how these adaptations are prioritised. Currently first come first serve. However, the claimant had argued they had more of a need and were being disadvantaged more by having to wait. The MC member will forward an email to the Director.

2.1.5 The Director said P14 indicator would be updated as her Housing Sub-Committee earlier, which confirmed 44 Existing tenant visits were carried out.

2.1.6 The Director said he thought indicator P23 (percentage days in the year lost through staff sickness) might be incorrect. ** Post minute note, this indicator was correct in the report at 3.69% for Q3.

2.1.7 MC had no further questions and **Noted.**

2.1.8 **Observer Aimee Turnbull joined the meeting. Everyone introduced themselves and welcomed Aimee to the meeting.

2.2 MC Appraisal and Learning & Development Plan

2.2.1 Paper circulated prior to meeting from the Director.

2.2.2 The Director thanked all MC for completing their Annual Appraisal forms. Training needs analysis done and will feed into learning plan for this year. We are returning to Virtual College for online training and the Share portal will no longer be used.

2.2.3 MC member asked if we could organise our own in-house training and include EHRA. The Director said that should be possible. Some HA's within EHRA have new Directors who we hope will be open to more collaborative working when it comes to training, however all HA's will need to play their part in organising.

2.2.4 MC had no questions and **Noted.**

2.3 Staff Appraisal update

2.3.1 Paper circulated prior to meeting from the Director.

2.3.2 The Director confirmed all staff Appraisals done, with the exception of his, which he will have done by the end of February with the Chairperson.

2.3.3 MC had no questions and **Noted.**

2.4 Tenant Safety Dashboard Report

2.4.1 Paper circulated prior to meeting from the RAAM.

2.4.2 The Director confirmed now has a consultancy agent who will carry out an independent mould or damp inspection and provide a report. This means that we will get a professional and completely unbiased report, which will be used to try to resolve the cause. Mould and damp is a very current topic and SHR likely to have an indicator on this shortly. Insurers are also beginning to look into this.

2.5 SHN Rent Consultation Responses

2.5.1 Paper circulated prior to meeting from the Director.

2.5.2 The Director said that the SHN carried out a survey on the recent rent consultation process. PHA got a 37% response rate from tenants, which put us

joint second out of 42 SHN members surveyed. That is an excellent response rate and the use of MS Forms has provided tenants with a quick and simple way to participate.

2.5.3 MC had no questions and **Noted.**

2.6 GWSF Member Consultation on SHR

2.6.1 Paper circulated prior to meeting from the Director.

2.6.2 The paper is for GWSF members to consider is a 'starter for ten' in setting out how GWSF believes the Scottish Housing Regulator can best demonstrate that it is meeting its duty to take community interests into account in the exercising of its functions, as required by the Code of Practice for Scottish Regulators and the Scottish Government's National Performance Framework.

2.6.3 MC had no questions and **Noted.**

2.7 SHR Engagement Plan

2.7.1 Email circulated prior to the meeting.

2.7.2 The Director confirmed PHA is now officially out of engagement with SHR. They will not issue an updated plan for this year, however they will issue a new one for the next financial year in due course.

2.7.3 MC had no questions and **Noted.**

2.8 Pension Update Regarding DB Pensions

2.8.1 Paper circulated prior to meeting from the Director.

2.8.2 Defined Benefit (DB) schemes have been phased out by the majority of private sector employers due to the potential liability to the organisation for costs. Provanhall has limited exposure in this regard with only two of the 11 employees in receipt of a DC pension. The scheme was closed to all new employees in 2019.

2.8.3 As shared in the January 2025 EC Update, TPT shared details of the forecast funding position at 30 September 2024. This identified a Scheme funding deficit of c. £90m. The forecast is an indication of the direction of travel regarding the funding position, and does not reflect:

- the 2024 valuation assumptions or the covenant assessment;
- any changes to Scheme membership data at 30 September 2024;
- the audited Scheme assets; or
- any potential allowance for the Scheme Benefit Review.

We would continue to encourage employers to prepare for the reintroduction of deficit contributions with effect from 1 April 2026.

2.8.4 MC had no questions and **Noted.**

3 Items for Noting

3.1 EDI update

3.1.1 All updates published on the MC portal. MC requested to read and keep themselves informed. **Noted.**

3.2 Share update

3.2.1 All updates published on the MC portal. MC requested to read and keep themselves informed. **Noted.**

3.3 EVH update

3.3.1 All updates published on the MC portal. MC requested to read and keep themselves informed. **Noted.**

3.4 EHRA update

3.4.1 None

3.5 SFHA update

3.5.1 All updates published on the MC portal. MC requested to read and keep themselves informed.

3.6 AGM Date

3.6.1 Proposed date for this year's AGM is Wednesday 17 September 2025.

3.6.2 MC happy with this date. CSA will book the Connie.

3.7 Staff & MC Away Day

3.7.1 Now proposing this is Friday 22 August 2025. Still looking into options.

3.7.2 MC members asked if there would be a MC only away day this year. The Director advised we could arrange something, possibly in May. We could use that occasion to look at training on the Annual Assurance Statement and Accounts, which were two topics MC, identified during the recent Share Governing Body Assessment.

3.7.3 MC members who work confirmed a Saturday would suit better than a weekday. The Director and CSA will look into.

3.8 Correspondence Received

3.8.1 The Director confirmed there had been an email from the SHR asking about long-term voids. However, PHA does not have any other than a couple of the recently purchased Balcurvie Road flats, which require a lot of work.

3.9 A.O.C.B.

3.9.1 The Chairperson advised EHRA are looking to organise a community event in 2026 and MC members have been asked to have a think of ideas for stalls or activities that they would like to see there. The Observer said her mum would likely be interested this as she does Wellness activities. The Observer will pass details to the Chairperson.

3.9.2 The CSA thanked MC for completing their Eligibility forms. Only one MC member still to do and CSA will contact them.

3.10 Review of Meeting

3.10.1 MC said they enjoyed the meeting and glad to have an observer along who may wish to join.

3.11 Date of Next Meeting

3.11.1 The next Management Committee Meeting will be on Monday 31 March 2025 at 5pm.

There being no further business the meeting was brought to a close at 6.11pm

Signed by (Chairperson)



Date 31 March 2025